Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040038-6

Security Information

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HEADRANDUA FUR: Deputy Director (Plans)

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Deputy Director (Intelligence)

Cable secretary

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SUBJECT: Dissemination of Intelligence Information

REFERENCE: Memo to DUCI, DD/P, DE/I, Caole Secretary, from Edi, dated 7 July 1953; Subject as above.

1. In order that the directive, which charges the Caple Secretary with the responsibility of twentshing to/fulth all intelligence items contained in the caches, may be lande sated, it is necessary that the Caule Secretary establish a fairty claborate cystem for processing such caples. The minute details of intra-assays tenter handling are of concern only to the vable recretary; however, it is believed that the offices of 1801, buff, and us/1 should be informed of the general procedures which are involved. At the country of the

- 2. It is understood that this processing need be accorded only to incoming cables.
- 3. The processing that lessage Center must accord such cables prior to mailing is as tollows:
  - .a. Distribution Analysts will deter the distribution which a given cable requires.
  - b. If the cable is determined to be an intelligence cable and does not contain sensitive operational information, 19/1, harful, and FI/Reps will be included in the initial distribution of the cable.
  - c. If the cable contains intelligence, but also contains - sensitive operational information, the histribution analyst will cause to be lactored in the information distribution line of the cable the phrase "(SUSPanus ww/1)", and will attach to the cable a "suspense sheet" (copy attached). This successe sheet, which a identifier the action addresses and the Li namer of the casis, is to be returned to Lessage weater within 6 working hours after receipt by the action accressee, indicating the action taken.
  - d. The hardroom, in reproducing the cable, will run an extra copy union will be retained in restage Contor in a suspense file. when mading the caulo, the mailroom will date-time stump both the

suspense sheet

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suspense sheet and the suspense copy of the cable. The suspense sheet will be attached to the action copy of the cable and forwarded to the action addressee. The suspense copy of the cable will be placed in a temporary chronological suspense file in Ressage Center.

- 4. The action addresses will be responsible for taking one or more of the following actions on the cable and returning the suspense sheet, together with a copy of the dissemination (if any), to message Center. (All disseminations will be released by NC./NC, according to established practice.) The action addresses may:
  - a. Authorize Message Center to make additional distribution of the cable to DD/I, AD/CI and FI/AQA.
  - b. Prepare a Preliminary Dissemination. Ressage Center will include DU/I in the confirmation distribution made of the PD.
  - c. Prepare a Teletype Dissemination to OCI only. Message Center will include DD/I in the confirmation distribution made of the Teletype Dissemination.
    - d. Prepare a Memorandum Dissemination to DO/I and OCI.
    - e. Decline to make any dissemination to DD/I.
- 5. When the suspense sheet is returned to message Center, hessage Center will withdraw its suspense copy of the cable from suspense file and will take action as indicated by the suspense sheet:
  - a. If additional distribution is authorized, Hessage Center will accept the suspense sheet as such authorization and will make the additional distribution.
  - b. If a Preliminary Dissemination or Teletype Dissemination to GCI only is forwarded with the suspense sheet, hessage Center will forward the dissemination to Signal Center for transmission, and will make confirmation distribution of the dissemination. This confirmation distribution will include DD/1.
  - c. If a Hemorandum Dissemination to DD/I and CCI is forwarded, Message Genter will forward the memorandum dissemination to DD/I and CcI along with the next delivery of cables made to those offices.
  - d. If the action addressee declines to make any dissemination to DL/I, Message Center will withdraw its suspense copy of the cable from suspense file and will forward the cable together with the suspense sheet to the Cable Secretary. The Cable Secretary will review the cable. If he determines that the Distribution Analyst

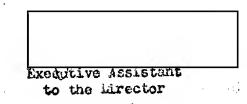
Approved For Release 2002/05/09: CIA-RDP84-00499R000600040638-incorrect

## Approved For Release 2002/05/09 GIA-RDP84-00499R000600040038-6 Security Information

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was incorrect in placing the cable in suspense for DD/I, the Cable Secretary will call the incorrectly suspended cable to the attention of the Distribution Analyst concerned (as a training measure), and will take no further action. If, in the opinion of the Cable Secretary, the Distribution Analyst was correct in placing the cable in suspense for Du/i, the Cable Secretary will forward the suspense sheet together with the suspense copy of the cable to the DCI for such action as the DCI may consider appropriate.

- 6. At or about 1030 hours each work day, Monday through Friday, Message Center will check its cable suspense file to determine if any cables remain in suspense which were forwarded to action addressees the preceding work day. If any remain in suspense, message Center will call the appropriate action addressees and request that the suspense sheet be returned to message Center without delay. If any cables remain in suspense at 1630 hours on the second work day following the day on which they were forwarded to the action addressees, the suspense copy of the cable will be forwarded to DCI for such action as he considers appropriate.
- 7. In his post-screening of cables, the Cable Secretary will maintain a continuing check to assure that the distribution Analysts are adequately discharging their responsibility for placing cables in suspense for DD/I. If in this post-screening the Cable Secretary notes a cable which he feels should have been placed in suspense for DD/I, he will have a suspense sheet prepared and forwarded to the action addresses who has already received distribution of the cable.
- 8. The date on which this procedure becomes effective has been advanced to 20 July 1953 from 13 July, as stated in the reference.



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